

**FUNDAMENTALS OF ENGINEERING (FE)  
PRINCIPLES AND PRACTICES OF ENGINEERING (PE)  
FUNDAMENTALS OF SURVEYING (FLS)  
PRINCIPLES AND PRACTICES OF LAND SURVEYING (PLS)**

**FREQUENTLY ASKED QUESTIONS (FAQ)**

- Q. Can I postpone my exam date and apply the fee to another exam administration?**
- A. Provide written notification to PCS or the Board up to the scheduling deadline to postpone your exam appointment. PCS will refund your exam fee one time only, minus a \$50 processing fee. You must then submit a new scheduling form and exam fee to PCS by the next application deadline. Requests made after the application deadline will only be approved if there is an extenuating circumstance and proper documentation is provided. Examples: military orders, illness, death in the family, etc. Job requirements, planned vacations, lack of study time, etc. are not considered extenuating circumstances.**
- Q. How soon will I receive the scheduling information and form?**
- A. Land Surveyor candidates will be sent a scheduling form approximately two weeks prior to the exam fee deadline. Engineering candidates will receive a scheduling form with application approval. Once you submit the scheduling form, you will receive acknowledgement that you are scheduled for the examination.**
- Q. How soon will I receive my admission ticket and information package?**
- A. Professional Credential Services, Inc. (PCS) handles the scheduling, exam fee collection and administration of these examinations in Virginia. PCS mails admission tickets and information packages ten business days prior to the exam date. Make sure that your address is correct prior to the exam deadline. Please allow for mailing time. If you have not received your admission ticket and information packet three days before the exam, please call PCS at 877-364-3926 or the examination office at 804 367-8569.**
- Q. What type of calculator may be used during the examination administration?**
- A. The Board upholds the NCEES calculator policy. The policy states: NCEES policy permits non-communicating, battery-operated, silent, non-printing calculators. Devices with word processing capability (QWERTY keyboards) are not permitted. The Board will not allow any information, study materials or formulas to be programmed, entered and/or stored in the**

memory of the calculator before, during or after the exam. Standard formulas which are pre-programmed in the calculator by the manufacturer and cannot be removed are allowed.

**Please Note:**

Beginning with April 2004 examination administration, the National Council of Examiners for Engineering and Surveying (NCEES) will begin strictly enforcing materials prohibited in examination rooms. Calculators with communication or text editing capabilities will be banned from all NCEES exam sites. For further information, please see the Calculator Policy FAQs at [www.ncees.org/exams/calculators/](http://www.ncees.org/exams/calculators/). For questions, please contact Jerry Carter at 1-864-654-6824.

- Q. What is the definition of “bound” material?**
- A. Bound materials are defined as stitched, glued or fastened by spiral binders, plastic snap binders, brads or screws.**
- Q. Is there a limit to the amount and type of reference materials I can bring into the examination?**
- A. The EIT (FE) and LSIT (FLS) are closed book exams. Only materials provided by the examination vendors are allowed in the examination administration.  
For the other remaining examination categories, the Virginia Board has no limit to the number of reference materials that a candidate can take into the exam. Candidates may bring in solution materials, mock exams, formula sheets, etc., as long as the materials are bound or in a three ring notebook. No loose papers will be allowed.**
- Q. How do I request accommodations under the Americans With Disabilities Act?**
- A. Once you are approved to test, you will receive a scheduling form. Check the box on the form indicating your request and mail it back. Then contact the testing vendor, PCS at 877-364-3926 (toll-free) to request an ADA Accommodation Request Form. Fill out the form completely and return it to PCS with written documentation from a proper authority as proof of the disability and verifying the need for the special accommodation requested. You will be notified by PCS of accommodations granted.**
- Q. When will I receive my examinations results for the PE/FE, FLS/PLS?**
- A. PE and PLS results are typically sent to the Board 12 weeks following the administration of the exam. Once received by the Board, the examination office processes and mails results within 1 week.**

**FE and FLS results are typically sent to the Board 6 weeks following the administration of the exam. Once received by the Board, the examination office processes and mails results within 1 week. Please do not contact the Board office to request scores or to ask when they will be mailed.**

**Q. What is the Land Surveyors Virginia Portion Exam?**

**A. The Virginia Portion of the exam pertains to questions specific to Virginia. You will receive additional information upon application approval.**

**Q. Where can I find the reference books listed on the Virginia Portion Suggested Reference List?**

**A. Suggestions: The Virginia State Library, (804) 692-3500 main number, local libraries and local book stores may have references available.**

**For answers to other PE/FE, and FLS/PLS questions involving study materials, format of exams, scoring plans, the reference handbook for FE, etc. there is a Frequently Asked Questions (FAQ) section on the NCEES website that addresses these and other questions. Please visit the website: [www.ncees.org](http://www.ncees.org) and choose FAQ.**